

POLICY

It is the policy of the Michigan Department of Human Services (DHS) Bureau of Juvenile Justice (BJJ) that computer passwords must be kept confidential.

PURPOSE

This policy prevents the fraudulent and illegal use of DHS computers by unauthorized users.

DEFINITIONS

See JRG, JJ Residential Glossary.

**RESPONSIBLE
STAFF**

Designated in the facility standard operating procedure.

PROCEDURE

Each facility is required to develop and implement standard operating procedures (SOPs) relative to the confidentiality of staff computer passwords. At a minimum, these SOPs must contain the following requirements:

**Password
Confidentiality**

Staff accessing DHS computers must keep their passwords confidential.

If staff believes that their password has been compromised, they must:

- Change their password immediately.
- Notify their supervisor of possible misuse.

**Email and
Calendar Access**

Staff must give their supervisor proxy access to their GroupWise calendar.

AUTHORITY

DHS Director Memorandum, March 25, 2001.